

FINANCE COMMITTEE

***MINUTES***

February 28, 2011

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

John Grant – Chairperson  
Mary Anne Paris  
Jeff Lockett

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

Dr. Robert Terrill  
Rosemarie Green  
Diane Martin  
Amy Stewart  
Larry Conrad  
Amanda Hetrick  
Cindy Nyquist  
Brian Collopy

Tom Knapp  
Jack Werner  
Kim Angove  
Arthur Stewart  
Donna Zariczny  
Paul Yourchisin  
Barbara Cook

**1. Opening Activities**

1.01 Call to Order

Mr. John Grant called the meeting to order at 10:00 PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

1.03 Approval of the Agenda

Agenda approved as submitted.

**2. New Business**

2.01 HSP Storytown

Discussion: Mrs. Rosemarie Green stated the purchase of elementary reading materials at this time allows us to save \$6200 because the company is giving us one book free for every three that we purchase. This offer will not exist if we wait until the new budget year to make the purchase. We would be purchasing all materials at full price. These are consumable materials that we purchase each year. There are adequate funds in the current textbook account to cover this purchase.

**Action:** The committee voted unanimously to move this to the full board for approval.

**Motion: That the Board of School Directors approves the purchase of elementary reading materials in the amount of \$20,570.11 per the attached document.**

**Attachments:**

2.01: Houghton Mifflin Harcourt

2.02 Bond Counsel

**Discussion:** Mr. Conrad addressed the committee on the need for Bond Counsel. He stated that it is important to have the Bond Counsel on board according to the district's financing schedule.

**Action:** The committee voted unanimously to move this to the full board for approval.

**Resolved: The Board of School Directors of the Warren County School District does hereby authorize the Administration to work with Public Financial Management, Inc. as Independent Financial Advisor, Knox McLaughlin Gornall & Sennett, P.C. as Bond Counsel and the local Solicitor to issue Qualified Zone Academy Bonds, Series of 2011 in the amount of \$23,500,000 in the Spring tranche of the State Public School Building Authority Program for the purpose of funding portions of the Eisenhower Middle/High School and Beaty-Warren Middle School capital building projects and directs the administration to present items to the Board relative to the issuance that, based on law or Policy, require additional Board approval.**

**3. Old Business**

**4. Informational Items**

4.1 Policy Review

**Discussion:** Section 4000 of the Policy manual is under review. Expect revisions to be coming to the Board in the next few months. It was noted that agenda item 4.1 and 4.5 are the same issue. Mrs. Stewart stated that we are starting to address some of the issues that were brought to our attention from the last State audit report. As they are completed, policies will be brought forward to the Board. Mrs. Angove questioned when the State audit report would become official and public.

**Action** Mr. Grant asked if we would inquire as to where the report stands or possibly get a time frame. Mr. Conrad will make a call to inquire on the State audit and get back to the board.

4.2 Financial Reports

**Discussion:** To be reviewed at the Board's perusal.

**Attachments:**

- 4.2 Administration Salary Listing Mar 2011
- 4.2 Certificated Salary Listing Mar 2011
- 4.2 Combine Salaries Listing Mar 2011
- 4.2 Medical Monthly Deductions for Feb 2011
- 4.2 Support Salary Listing Mar 2011
- 4.2 Capital Project Reserve Feb 2011
- 4.2 Capital Projects Feb 2011
- 4.2 WEC Self Funding Analysis – Feb 2011
- 4.2 Electric Report – November 2010

## 4.2 Gas Report – November 2010

### 4.3 eRate Rule changes – Gift Acceptance

**Discussion:** Brian Collopy stated the FCC has set forth changes to the eRate Program. He presented a summary regarding gift rule restrictions. Mr. Lockett stressed how important eRate revenue source is for the district.

**Action:** No Board action needed at this time

**Attachments:**

4.3 eRate Gift Rule Restrictions

### 4.4 Microsoft Enrollment for Education Solutions Volume Licensing Program

**Discussion:** Brian Collopy stated The Technology Department is currently working to solidify details of Microsoft licensing to wrap up Phase One of the Data Center Infrastructure Upgrade Project. The district is working on forming a consortium with the IU5 and their member districts to achieve better pricing. However; Mr. Collopy has recently received word that there are some stipulations in the Microsoft licensing program that would prohibit us to join a consortium. Mr. Grant suggested that the concept of consortium sharing is very important and the PA state line should not diminish our thinking.

**Action:** Mr. Collopy requested to be able to bring a quote to the March board meeting that would reflect what the cost would be based on three quotes. He will present a motion under other at the March board meeting with back up information.

**Attachments:**

4.4 Microsoft EES Program Guide

4.4 Informational Summary – Microsoft Enrollment for Education

### 4.5 Policy Revisions

**Discussion:** See agenda item 4.1

### 4.6 Budget Work Sessions

**Discussion:** Mr. Grant thanked everyone for the success of the first budget work session. He received many good comments on the effort of this meeting. It is necessary to alter one of the dates of the scheduled Budget Work Sessions. March 21st will become the second work session. April 4th will become the third work session. April 18th will become the fourth work session in place of March 7th. There will not be a budget work session on March 7th.

**Action:** No Board action needed at this time.

## 5. Other

## 6. Closing Activities

6.01 Next Meeting Date – Monday, March 28, 2011 – 9:00PM

6.02 Executive Session - None

6.03 Adjournment – 10:28 p.m.

Respectfully Submitted,

John Grant, Chairperson  
Mary Anne Paris  
Jeff Lockett  
Cindy Nyquist, Secretary